



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 3/12/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. (2)		Date Received MAR 22 1973	Application No. 73-202
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration - Office of General Accounting No. 2 Capitol Square Atlanta, Georgia		4. Person to Contact Jim Keaton	Date Completed MAY 27 1973
		5. Working Title Transp. Acct. Exec.	6. Tel. No. 656-5239

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1970 - To Date

9. Exact Series Title

Oversize/Overweight Vehicle Permit File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

Additional state and local files being added to this series

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to accounting for monies collected as fees for overweight/oversize vehicle permits.

Included are: Oversize/Overweight Cash or Charge Permits

Documents are arranged as follows: Cash or charge permits are filed chronologically.

File is arranged as to type of permit, cash or charge, and thereunder chronologically.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	20	30		10	15
Legal-size File Drawers			Floor Space Occupied (Square Feet)	30	18
Storage Area	15	22.5		This Year's	Last Year's
			AVERAGE DAILY REFERENCES * referenced while posting only	*200	--
				Preceding Year's	All Prior Year's
					--

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ YES ☒ NO
14. Is there a duplication of this series in another office or agency? ☒ YES ☐ NO
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept _____ years:
- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☒ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Series must be retained until after the state audit

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ Other _____ then:
- ☐ Hold in the current files area _____ month(s)/ _____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) **Hold in current files area until state audit is complete; then destroy.**

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Office *M. Bradford* Date *3/9/73*

26. Recommendations in Paragraph 25 are:		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency/Designee	Date
State Records Committee	State	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Hays</i>	<i>3-23-73</i>
	Records	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>3-21-73</i>
	Committee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert J. Shell</i>	<i>3-26-73</i>

Oversize/Overweight Vehicle Permit File

Explanation of Yes Answers Question 13-23

- 13 & 14. The record copy is maintained by the Office of Permits & Enforcement. The Office of Permits & Enforcements sends duplicate copies of the permits to the Accounting Office. These copies are used in accounting for the permit fees.
18. The file could be reconstructed from the files maintained by the Office of Permits & Enforcements.

Rationale: The recommended retention period satisfies administrative and fiscal requirements.